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Bureau of Special Education FY'10 Memo #30 ~ REVISED

Date: May 6, 2010

To: Superintendents
Special Education Directors

From: Office of the Commissioner of Education

Division of Instruction
Bureau of Special Education

Re: *SPP/APR (Indicator 5) Percent of Children with IEPs aged 6 through 21 served in regular class and in separate schools, residential facilities, or homebound/hospital placements*

The New Hampshire Department of Education, Bureau of Special Education, has reviewed Indicator #5 school-aged students and least restrictive environment data reporting process, based on stakeholder feedback.

The data reporting process is as followed:

1. The Bureau of Special Education collects data for Indicator #5 from the New Hampshire Special Education Information System (NHSEIS). The specific data points for Indicator #5 are:
 - ✓ From the student information page
 - Customer Name
 - District of Liability
 - First and Last Name
 - Date of Birth
 - SASID #
 - Student code (Special Education Identification Number)
 - Disability
 - Length of School Day
 - ✓ IEP Begin Date
 - ✓ IEP End Date
 - ✓ Special Education Services
 - # Sessions
 - Session Length
 - Setting
 - Regular
 - Special Education
 - Separate School, residential facilities, or homebound/hospital
 - Dates Start/End

- ✓ Related Services
 - # Sessions
 - Session Length
 - Setting
 - Regular
 - Special Education
 - Separate School, residential facilities, or homebound/hospital
 - Dates Start/End
- ✓ Student Status (Active or Inactive)

2. Transportation and consult to staff are not included in the calculation for Indicator 5.
3. This indicator measures the time students with Individualized Education Programs (IEPs) spend in regular class, separate schools, residential facilities or homebound/hospital placements. When entering in NHSEIS:
 - ✓ It is important for the IEP team to discuss whether a special education service or a related service is being implemented in a regular class or special education class. The setting reflects where a service is being delivered based on the decision of the IEP team.
 - ✓ A unit is considered 30 minutes.
 - ✓ If school hours are not entered, NHSEIS will default to 5.5 hours.
 - ✓ The data for this report are generated at a point in time. The point in time is December 1st.
4. To calculate the percent of time a student with an IEP is in regular class, the NHDOE determines:
 - a. The total time spent in special education setting is for a week. The total time spent in special education for a week is then divided by the total amount spent in school for a week. This number is then subtracted from 1.00. This number is then multiplied by 100 for the time spent in regular class.
 - Example: A student receives a total of 5 hours per week of special education and related services in a special education setting. The student spends a total of 27.5 hours per week in school.
 - $(5/27.5) = .18$
 - $1.00 - .18 = .82$
 - $.82 \times 100 = 82\%$ spent in regular class
 - This student would be reported as inside the regular class 80% or more of the day
5. Districts can generate a report for this indicator. Click on School System and then click on Reports. Scroll down to Scheduled Reports and click on Table 1 and 3 by district (pdf).

If you would like further clarification and/or have questions regarding this memo, please contact Santina Thibedeau at 271-6693 or sthibedeau@ed.state.nh.us.